

ISLE OF ANGLESEY COUNTY COUNCIL

Committee:	Corporate Scrutiny
Meeting date:	29 March 2012
Relevant Corporate Director:	Arthur Owen, Environment and Technical
Relevant Commissioner:	Mick Giannasi

Heading of Report: Corporate Health and Safety

1. Purpose of Report

- 1.1. The purpose of this report is to provide detail of the current health and safety arrangements within the Isle of Anglesey County Council. The reporting and monitoring systems for health and safety are explained. This should enable the Scrutiny Committee to assess the arrangements and provide comment on adequacy.

2. Issues for Scrutiny

2.1. Responsibility framework

- 2.1.1. The structure of the authority is such that the Executive Committee should be providing direction for the authority in regard to health and safety as with other performance expectations. Consultative Committees should be considering health and safety whilst considering work projects.
- 2.1.2. Under the current intervention direction for health and safety arrangements should also be confirmed by the Commissioners.

2.2. Corporate Level

- 2.2.1. At corporate level the responsibility for health and safety lies with of the corporate directors. The Interim Chief Executive Officer would have ultimate responsibility for health and safety but the duty has been delegated to the Corporate Director for Environment and Technical Services.

2.3. Directorate level

- 2.3.1. Heads of Service have responsibility for health and safety within the individual services. This responsibility cascades down to line managers and supervisors.
- 2.3.2. These responsibilities are identified in the Corporate Health and Safety Responsibilities Document P505A (<http://monitor.anglesey.gov.uk/working-environment/health-and-safety/policies-guidelines-and-forms/health-and-safety->

[policies/health-and-safety-policy-responsibilities/](#)), which forms part of the Corporate Health and Safety Policy. This document has been reviewed by the Health and Safety Team to reflect the current structure within the authority and the intervention by the Welsh Government. The reviewed document is awaiting comment from the Human Resources Team.

2.4. Health and Safety Representatives

- 2.4.1. In the services area of the authority there are employees who also carry out a health and safety representative role. The role of health and safety representative is a voluntary role. The function of the role is to carry out monitoring of health and safety, provide assistance to fellow employees and act as a link between services and the Health and Safety team. The role includes carrying out of risk assessments and carrying out spot checks to ensure the risk assessments are being complied with.
- 2.4.2. Accidents and incidents are recorded on ADIR forms (<http://monitor.anglesey.gov.uk/working-environment/health-and-safety/incident-reporting/incident-report-form-adir/>) and the role of the health and safety representative would include completing these forms to report any incidents.

2.5. Health and Safety Team

- 2.5.1. The Health and Safety team are located in the Environmental Health Department which is part of the Planning and Public Protection Service in the Environment and Technical Directorate.
- 2.5.2. The health and safety team consists of a team leader, three advisors and a technical assistant. The team reports to a Principle Environmental Health officer and the Chief Environmental Health Officer for day to day management issues.
- 2.5.3. With regard to corporate health and safety issues the team report directly to the Corporate Director for Environment and Technical. The team leader has a dual role for corporate health and safety issues (previously carried out by Health and Safety Manager) and aligned advisor to Environment and Technical. One advisor is aligned to MD and Finance directorates (currently on maternity leave). An advisor is aligned to Social Services and Housing and one to Education and Leisure.
- 2.5.4. Each advisor has access to their aligned Corporate director (or interim director) and the heads of service in their directorates.
- 2.5.5. The function of the team is to provide advice and guidance to the directorates on compliance with health and safety legislation. This is done by the development of policies and procedures, direct consultation on specific issues, inspection reports and attending meetings. The health and safety team carry out a monitoring function through inspections. The system of prioritising inspections has been devised from the system used by the HSE / Environmental Health. The HSE system provides a scoring

- system which is then used to risk rate facilities / services. This enables higher rated facilities to be identified and inspected more often. The system takes into account physical hazards and managerial controls when allocating a score.
- 2.5.6. The assistance and advice provided by the Health and Safety should then enable tighter control of the hazards and in theory reduce the score. This is the first year of using the scoring system. In time it is considered the system could then show improvement at the facilities indicated by a lower score due to tighter management controls.
 - 2.5.7. Accidents and incidents are reported to the Health and Safety Team via ADIR forms. Initial investigation into accidents / incidents should be performed by the local line manager. Further investigation may be carried out by the Health and Safety Team. This would be to establish the investigations have been sufficient.
 - 2.5.8. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 requires the reporting of certain incidents to the HSE. There is criteria for this which the Health and Safety Team monitor accidents and incidents to ensure the compliance with the above regulation. The Health and Safety Team report the incidents to HSE.
 - 2.5.9. Accidents and Incidents are recorded internally with reports of corrective actions on the authority Civica system by the Health and Safety Team.
 - 2.5.10. The Health and Safety Team are normally the first point of contact with the HSE inspector. Within the Health and Safety at Work etc Act 1974 there is a requirement to provide assistance to the HSE with an inspection of the workplace. Any visit carried out the HSE would be facilitated by the Health and Safety Team.
 - 2.5.11. This allows support to be provided to managers from the Health and Safety Team during an inspection by the HSE.

2.6. Monitoring and communication

- 2.6.1. Monitoring of health and safety should be carried out within each service with issues raised at the Service team meetings. Health and Safety issues and performance should then be raised to the Departmental Management Team meetings. The Health and Safety Advisors can discuss the issues raised at these meetings with the management teams.
- 2.6.2. Within some services there are health and safety groups which have regular meetings to monitor health and safety and raise issues of concern. The Health and Safety Advisors attend these meetings and are able to raise any issues put forward by the groups at the DMT meetings.
- 2.6.3. The Health and Safety team hold monthly health and safety liaison group meetings. The meetings are attended by the health and safety representatives, health and safety advisors, Union representatives, Corporate Director E&T and until recently the Commissioner for compliance

(Mick Giannasi). The Portfolio holder for health and safety is now to be invited to the meetings in place of the commissioner.

- 2.6.4. The liaison meeting provides feedback on health and safety arrangements, reports on accident statistics and updates on developments with health and safety both internal developments and legislative developments. The meeting provides the health and safety representatives the opportunity to raise any issues within their service areas.
- 2.6.5. Health and safety updates and information provided at the liaison group meeting to the health and safety reps can then be disseminated within their departments. This enables a reporting system to be achieved at one level.
- 2.6.6. Issues from the health and safety liaison group meeting can be raised to the HoSMT meeting. The issue is passed to the Head of Planning, who can put forward the issue at the HOSMT meeting. In a similar manner if there is a specific issue or development a Head of Service can request a member of the health and safety team attend the HoSMT to provide information and guidance to the meeting on a particular topic or issue. This enables a reporting system to be achieved at a second level.

2.7. Corporate Health and Safety Plan 2010-12

- 2.7.1. As of the 1st April 2012 the HSE will no longer be carrying out proactive inspections of local authorities. The inspectors will only be visiting local authorities if there has been a complaint, incident or accident to which their attention has been brought.
- 2.7.2. During these inspections / investigations if a material breach of a statutory duty is found, the HSE will recover costs for the inspection / investigation from the local authority. Cost recovery consultation document from the HSE can be accessed on the HSE website <http://consultations.hse.gov.uk/gf2.ti/f/15138/393957.1/pdf/-/CD235.pdf>
- 2.7.3. Prior to the change of inspection regime the HSE requested all local authorities provide a health and safety plan for improvement and to assist in demonstrating self regulation.
- 2.7.4. The Corporate Health and Safety Plan 2010–12 was developed to address these issues. A copy of the Corporate Health and Safety Plan appears in the appendix (Appendix 1). The plan is set out as topics, process and culture. The topics are individual themes, process relates to systems of delivery and culture relates to plans for improving the health and safety culture of the authority.
- 2.7.5. The topics, process and culture themes of the 2010-12 plan, are presented below.

Topics	Process	Culture
Legionella	Adequate competencies	Leadership from the top
Asbestos	Corporate Health and	Health and Safety

LPG Violence & Aggression Lone Working Control of Contractors Transport Stress Fire Safety	Safety function Monitoring arrangements Provision of Health and Safety information	ownership at all levels Effective communication of Health and Safety
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2.7.6. Currently the progress of the plan is monitored by the Health and Safety and input onto the Ffynnon system. This is purely to record progress and not as yet to report on the progress.

2.7.7. The future development of the Ffynnon system and health and safety plans should enable departments to input local or departmental health and safety plans. Where themes are repeated in more than one department, these themes could then form the Corporate plan. This development would enable departments to lead with health and safety plans and the Corporate Health and Safety Team to monitor and verify progress.

2.8. Monitor

2.8.1. Health and Safety information is available on Authority's intranet system 'Monitor'. Within the pages there is access to health and safety information. This includes policies, procedures and guidance. The minutes from the liaison meeting are posted on the monitor site. The accident statistics for each department are presented on the monitor health and safety pages. The pages also provide a link to the HSE webs site for relevant information. Contact details for the health and safety team and the health and safety coordinators are available on the pages. There are links on the health and safety web pages for health and safety training course.

2.8.2. The health and safety team are currently collating risk assessments to present on the monitor web pages to develop a risk assessment data base. This should then enable employees to access the data base to assist with performing their own risk assessments. A blank template for the corporate risk assessment format is available on the health and safety web pages.

2.8.3. The internal web team provide statistics for intranet usage. Statistics for the number of site visits to the health and safety web site is presented in the appendix (Appendix 2)

3. Background

3.1. The HSE assisted other North Wales Local Authorities in creating their health and safety plans.

3.2. The Isle of Anglesey County Council received an improvement notice in 2006 with regard to the management of health and safety. As part of the

compliance with the notice the health and safety team was created to monitor and support the authority with regard to health and safety.

- 3.3. Due to this improvement notice the HSE could not assist the Isle of Anglesey County Council with their plan as it may have been perceived as not being managed. The plan was developed internally and was approved by the HSE.
- 3.4. In 2011 the current inspector for the HSE who inspects local authorities in North Wales visited the Isle of Anglesey County Council. He provided a talk to key personnel with regard to completion of the Corporate Health and Safety plan. During his visit it was suggested that the health and safety arrangements and action plan were put before the Scrutiny Committee.

Stephen Nicol
Team Leader, Corporate Health and Safety Team
Environmental Health Department

22 March 2012

Appendices

- 1 Corporate Health and Safety Plan 2010-2012
- 2 Statistic Report on Health and Safety Web page views

Background Papers

Officer Contact:

Health and Safety Executive Intervention Plan and Isle of Anglesey County Council Health and Safety Plan 2010 - 12

This document outlines the requirements set by the HSE Inspector to plan for health and safety improvements and performance measurement for the Isle of Anglesey County Council.

The resultant Action Plan should guide the HSE's intervention plan and will be periodically monitored by the HSE Inspectorate to ensure progress is made.

BACKGROUND

On the 1st of April 2010 the local [Regional] Inspector for the 'Services Inspectorate' arm of the Health and Safety Executive (HSE), which enforces all Public Sector employers, indicated a planned 'change of approach' with regards to its interaction with the Public Sector in North Wales.

The adopted 'change of approach' is one of encouraging self-regulation and self-improvement through structured Action Plans which the HSE Inspector will consider and use to guide the 'Intervention' Strategy. Each employer's Action Plan must be aimed at tackling any weaknesses with regards to the way they manage and support health and safety across their organisation and the methods used to monitor performance.

The 'Intervention Strategy' will be guided by historic issues and problems, the nature of risks and risk exposure levels, and by the employer's own health and safety plan of work – the Action Plan. The approach the HSE will then be dependent on the risk profile of the organisation. The higher the risk profile an organisation has and the fewer plans it has in place to manage health and safety the greater the HSE's involvement.

The HSE Inspector has requested that the Isle of Anglesey County Council provide a copy of its own Action Plan, covering the following three 'Title Heads' for Improving and Measuring Health and Safety Performance by 31 July 2010.

The Isle of Anglesey County Council Action Plan has to reflect the three 'Title Heads' and include a defined mechanism for monitoring progress against the Action Plan. In addition, and in line with much of the HSE's recent efforts, leadership, direction, systems for delivery and measurement are key to this approach. i.e.:

- i. Leading and driving the Health and Safety Agenda through its management system from the top (Executive Committee and Corporate Management Team) down to the 'shop floor'.
- ii. Being clear on what the Authority's expectations are; including the level and type of risk exposure in existence and what is acceptable - so prioritised effort and resources can be invested in a clearly defined and understood manner.
- iii. Ensure appropriate management and organisational systems are in place to deliver the Authority's objectives and Action Plan.
- iv. Introduce measurements and indicators that identify progress and performance against the Action Plan.

Once agreed, the Isle of Anglesey County Council will be required to provide periodic monitoring and progress reports to the HSE.

The Health and Safety Action Plan

The health and safety action plan presented in this document should address the requirements of the HSEs "Intervention' Strategy" and many of the health and safety needs of the Isle of Anglesey County Council. The plan has been devised considering possible current or forthcoming themes the HSE may be concentrating their focus on. Working knowledge of the Health and Safety Advisors has also been taken into account whilst devising the action plan.

The action plan is presented in the three theme areas which should address issues across the whole of the authority. This should therefore require the involvement of all directorates in achieving the desired outcome from the action plan.

The plan is set out as follows:

**Isle of Anglesey
County Council Health
and Safety Plan**

Topics

This section relates to “themes” and “areas” such as:

Legionella
Asbestos
LPG
Violence & Aggression
Lone Working
Control of Contractors
Transport
Stress
Fire Safety

Process

This section relates to identifying and measuring “systems for delivery” and communication. It includes:

Adequate competencies
Corporate HS core function
Monitoring arrangements
Provision of HS information

Culture

This section relates to “plans” for continually improving the HS culture of the organisation and focuses on:

Leadership from the top
HS ownership at all levels
Effective communication of health and safety

Corporate Health and Safety Action Plan 2010/12

Topic: Legionella (Commercial Properties)

Objective	Actions Required	Target Date	Evidence of Progress	Monitoring Frequency	Responsibility for Completion
To ensure compliance with legislative requirements	Ensure completion of risk assessments by competent persons		Contractor file for schematics and recommendations per property		Rhys Griffiths Principal Surveyor
	Establish list of recommendations from risk assessment		Spread sheet of recommendations		Rhys Griffiths Principal Surveyor
	Formulate action plan prioritising completion of recommendations specified within risk assessments		Action plan for work / schedule		Rhys Griffiths Principal Surveyor
	Review existing maintenance contracts to ensure risk is being sufficiently addressed		Record of review		Rhys Griffiths Principal Surveyor Heads of Services
	Review arrangements for temperature testing of water systems		Evidence of temp testing		Heads of Services

Topic: Legionella (Domestic Properties)

Objective	Actions Required	Target Date	Evidence of Progress	Monitoring Frequency	Responsibility for Completion
To ensure compliance with legislative requirements	Ensure completion of risk assessments by competent persons for properties left vacant for periods of over two weeks		Documented record of risk assessment		Dafydd Rowlands Technical Services Manager – Housing & Social Services
	Formulate action plan prioritising completion of recommendations specified within risk assessments		Action plan for work / schedule		Dafydd Rowlands Technical Services Manager – Housing & Social Services
	Review existing maintenance contracts to ensure risk is being sufficiently addressed		Record of review		Dafydd Rowlands Technical Services Manager – Housing & Social Services

Corporate Health and Safety Action Plan 2010/12

Topic: Asbestos Commercial Properties

Objective	Actions Required	Target Date	Evidence of Progress	Monitoring Frequency	Responsibility for Completion
Review arrangements for managing asbestos					
1) Asbestos Surveys reviewed	Ensure information from survey is current and reviewed by a competent person		Spread sheet of current information / cross reference to works carried out since survey completion		Rhys Griffiths Principal Surveyor
2) Provision of information	Ensure information is provided to facility managers		Current asbestos file at each facility		Rhys Griffiths Principal Surveyor
	Ensure provision of information to maintenance contractors for minor / reactive works		Contractor signatures in files to acknowledge receiving information		Facility Managers
3) Provision of information major works	Ensure management arrangements that are in place are sufficient and monitored		Documentation of management systems		Rhys Griffiths Principal Surveyor Gareth Thomas Architectural Service Manager
4) Asbestos removal	Ensure existing control measures are sufficient		Work records / Incident records		Rhys Griffiths Principal Surveyor

Corporate Health and Safety Action Plan 2010/12

Topic: Asbestos Domestic Properties

Objective	Actions Required	Target Date	Evidence of Progress	Monitoring Frequency	Responsibility for Completion
Review arrangements for managing asbestos in light of corporate developments during 2009/2010: 1) Asbestos Survey has been completed for Authority's housing stock 2) Technical Assistant has been appointed to monitor housing stock asbestos register 3) Removal	Ensure information from survey is current and provided to relevant parties		Spread sheet of current information / cross reference to works carried out since survey completion		Dafydd Rowlands Technical Services Manager – Housing & Social Services
	Discuss work stream priorities for 2010/2011 with Technical Assistant		Minutes from meeting Evidence of work		Dafydd Rowlands Technical Services Manager Health and Safety Team
	Ensure existing control measures are sufficient		Work records / Incident records		Dafydd Rowlands Technical Services Manager

Corporate Health and Safety Action Plan 2010/12

Topic: Asbestos DLO Maintenance

Objective	Actions Required	Target Date	Evidence of Progress	Monitoring Frequency	Responsibility for Completion
Review arrangements for managing asbestos in light of corporate developments during 2009/2010: 1) Asbestos Survey has been completed for Authority's housing stock 2) Nominated persons within DLO Service have received training to be able to undertake unlicensed asbestos work 3) Removal	Ensure information from survey is current and provided to relevant parties for major and minor works		Spread sheet of current information / cross reference to works carried out since survey completion Asbestos information on work sheets		Dafydd Rowlands Technical Services Manager – Housing & Social Services Les Roberts Senior Maintenance Officer (DLO)
	Ensure suitable and sufficient management procedures in place for unlicensed work.		Documented evidence of management procedure. To include maintenance of equipment, PPE records, times records, health surveillance.		Les Roberts Senior Maintenance Officer (DLO)
	Ensure management arrangements that are in place are sufficient and monitored		Documentation of management systems		Dafydd Rowlands Technical Services Manager – Housing & Social Services Les Roberts Senior Maintenance Officer (DLO)

Corporate Health and Safety Action Plan 2010/12

Topic: LPG Property

Objective	Actions Required	Target Date	Evidence of Progress	Monitoring Frequency	Responsibility for Completion
Review arrangements for managing storage and use of LPG	Ensure that all LPG tanks under the Department's control have been risk assessed by competent persons		Document risk assessment for each LPG tank		Rhys Griffiths Principal Surveyor
	Establish list of recommendations from risk assessment		Spreadsheet of recommendations		
	Formulate action plan prioritising completion of recommendations specified within risk assessments		Documented action plan		
	Review existing maintenance and inspection contracts to ensure risk is being sufficiently addressed		Record of review		

Corporate Health and Safety Action Plan 2010/12

Topic: LPG Highways

Objective	Actions Required	Target Date	Evidence of Progress	Monitoring Frequency	Responsibility for Completion
Review arrangements for managing storage and use of LPG	Ensure LPG tank under the Department's control has been risk assessed by competent persons		Document risk assessment for each LPG tank		Dewi R Williams Head of Service Highways, Transport & Waste Management
	Establish list of recommendations from risk assessment		Spreadsheet of recommendations		
	Formulate action plan prioritising completion of recommendations specified within risk assessments		Documented action plan		
	Review existing maintenance and inspection contracts to ensure risk is being sufficiently addressed		Record of review		

Corporate Health and Safety Action Plan 2010/12

Topic: LPG Housing

Objective	Actions Required	Target Date	Evidence of Progress	Monitoring Frequency	Responsibility for Completion
Review arrangements for managing storage and use of LPG	Ensure that all LPG installations under the Department's control have been risk assessed by competent persons		Document risk assessment for LPG installations		Dafydd Rowlands Technical Services Manager – Housing & Social Services
	Establish list of recommendations from risk assessment		Spreadsheet of recommendations		
	Formulate action plan prioritising completion of recommendations specified within risk assessments		Documented action plan		
	Ensure action plan is covered in "Landlord / Tenancy" inspection program		Program records		
	Review existing maintenance and inspection contracts to ensure risk is being sufficiently addressed		Record of review		

Corporate Health and Safety Action Plan 2010/12

Topic: Violence & Aggression and Lone Working

Objective	Actions Required	Target Date	Evidence of Progress	Monitoring Frequency	Responsibility for Completion
To ensure compliance with legislative requirements	Ensure completion of risk assessments by competent persons		Documented risk assessments		Heads of Service
	Establish list of recommendations from risk assessment and provide to Corporate Health and Safety		Spreadsheet of recommendation held locally and Corporately		
	Formulate action plan prioritising completion of recommendations specified within risk assessments		Documented action plan		
	Review existing monitoring systems used locally and include Risk Management System and Gofal Mon Lone Working System to ensure risk is being sufficiently addressed		Record of review with recommendations		Nicola Borzykowski Health and Safety Team

Topic: Violence & Aggression and Lone Working (RMS)

Objective	Actions Required	Target Date	Evidence of Progress	Monitoring Frequency	Responsibility for Completion
To ensure compliance with legislative requirements and implement RMS	Confirmation of legal requirements from legal section to ensure compliance with Data Protection, Human Rights and duties of IACC as local authority		Guidance provided by Legal Section		Legal Section / Tony Jones Community Safety Co-ordinator
	Production of Reference Documents to provide guidance for criteria and purpose of RMS		Reference Documents produced		Health and Safety Manager
	Consult with Legal Section on suitability of Reference Documents to gain approval		Reference Documents in place		Legal Section / Health and Safety Manager
	Identification and briefing of key personnel on criteria and purpose of RMS (3 rd tier management)		Completion of briefings		Health and Safety Manager
	Implementation of system		System being used		Health and Safety Manager / 3 rd tier managers all sections
Monitoring of RMS	Monitoring of system to identify possible shortfalls and suitability		Monitoring reports		Health and Safety Manager

Corporate Health and Safety Action Plan 2010/12

Topic: Control of Contractors – Construction Major Works

Objective	Actions Required	Target Date	Evidence of Progress	Monitoring Frequency	Responsibility for Completion
To ensure compliance with legislative requirements	Ensure continuation of work being undertaken by procurement task and finish group, with regard to procurement of construction work Development of local requirements to work in conjunction with North Wales Procurement Partnership PPQ		Minutes from meetings and record of recommendations		Mike Barton Task and Finish Group Headed by Property Head of Service
	Implement recommendations from task and finish group		Development of written procedure		Corporate Management Team
	Compare recommendations from task and finish group to other types of contract work commissioned by the Authority		Records of comparison – action plan for implementation		Mike Barton Task and Finish Group Headed by Property Head of Service
	Implement similar recommendations as for procurement of construction work to other types of contract work where appropriate		Development of written procedure		Corporate Management Team

Corporate Health and Safety Action Plan 2010/12

Topic: Control of Contractors – Construction Minor / Reactive Works

Objective	Actions Required	Target Date	Evidence of Progress	Monitoring Frequency	Responsibility for Completion
To ensure compliance with legislative requirements	Ensure continuation of work being undertaken by procurement task and finish group, with regard to procurement of construction work Development of local requirements to work in conjunction with North Wales Procurement Partnership PPQ		Minutes from meetings and record of recommendations		Mike Barton Task and Finish Group Headed by Property Head of Service
	Implement recommendations from task and finish group		Development of written procedure		Corporate Management Team
	Compare recommendations from task and finish group to other types of contract work commissioned by the Authority		Records of comparison – action plan for implementation		Mike Barton Task and Finish Group Headed by Property Head of Service
	Implement similar recommendations as for procurement of construction work to other types of contract work where appropriate		Development of written procedure		Corporate Management Team

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Topic: Control of Contractors – Construction DLO

Objective	Actions Required	Target Date	Evidence of Progress	Monitoring Frequency	Responsibility for Completion
To ensure compliance with legislative requirements	Ensure continuation of work being undertaken by procurement task and finish group, with regard to procurement of construction work Development of local requirements to work in conjunction with North Wales Procurement Partnership PPQ		Minutes from meetings and record of recommendations		Les Roberts Senior Maintenance Officer (DLO)
	Implement recommendations from task and finish group		Development of written procedure		Corporate Management Team
	Compare recommendations from task and finish group to other types of contract work commissioned by the Authority		Records of comparison – action plan for implementation		Les Roberts Senior Maintenance Officer (DLO)
	Implement similar recommendations as for procurement of construction work to other types of contract work where appropriate		Development of written procedure		Corporate Management Team

Corporate Health and Safety Action Plan 2010/12

Topic: Control of Contractors – Services

Objective	Actions Required	Target Date	Evidence of Progress	Monitoring Frequency	Responsibility for Completion
To ensure compliance with legislative requirements	Development of local requirements to work in conjunction with North Wales Procurement Partnership PPQ		Development of local requirements document		Corporate Management Team
	Implement recommendations from North Wales Procurement Partnership		Development of written procedure		
	Monitoring of contracts / working arrangements		Records of monitoring		
	Development of KPIs to include monitoring and input onto FFYNNON system		Monitoring targets recorded on FFYNNON		

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Topic: Transport

Objective	Actions Required	Target Date	Evidence of Progress	Monitoring Frequency	Responsibility for Completion
To ensure compliance with legislative requirements 1) Fleet Vehicles / MON Community Transport 2) Gray Fleet Vehicles 3) School Transport	Ensure implementation of policies and procedures recently developed by the Fleet and Driver Management Unit		Departments adhering to policies –provision of information to Fleet and Driver management team		Dewi R Williams Head of Service Highways & Transportation
	Ensure the control of all Authority's fleet vehicles in accordance with the Fleet and Driver Management Unit Policy		Audit and monitoring of vehicle use		Dewi R Williams Head of Service Highways & Transportation
	Conduct a review of arrangements for vehicles used for business travel, ensuring that arrangements that have been implemented now fall in line with Fleet and Driver Management Unit Policies and Procedures where applicable		Documentation of review		Dewi R Williams Head of Service Highways & Transportation
	Review renewal of school transport contracts		Documentation of review and comparison to best practise Issue of new contracts		Dewi R Williams Head of Service Highways & Transportation
	Ensure All school transport contracts adhere to WAG Guidance on Home to School Transport Risk Assessments		Documentation of risk assessments		Dewi R Williams Head of Service Highways & Transportation
	Ensure continuation of work programme identified by site safety risk assessments		Project schedule of works		Head of Service Highways & Transportation

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Topic: Transport – Maintenance

Objective	Actions Required	Target Date	Evidence of Progress	Monitoring Frequency	Responsibility for Completion
To ensure compliance with legislative requirements Fleet Vehicles / MON Community Transport maintenance	Ensure implementation of policies and procedures recently developed by the Fleet and Driver Management Unit		Departments adhering to policies –provision of information to Fleet and Driver management team		Dewi R Williams Head of Service Highways & Transportation
	Ensure the all Authority's fleet vehicles are maintained in accordance with the Fleet and Driver Management Unit Policy		Audit and monitoring of vehicle service records		Les Roberts Senior Maintenance Officer (DLO)
	Ensure mechanical workshop DLO has sufficient capacity to comply with Service Level Agreement for fleet maintenance		Compliance with Service Level Agreement		Head of Service Social Services & Housing Les Roberts Senior Maintenance Officer (DLO)

Corporate Health and Safety Action Plan 2010/12

Topic: Stress

Objective	Actions Required	Target Date	Evidence of Progress	Monitoring Frequency	Responsibility for Completion
To ensure compliance with legislative requirements	Confirm funding capacity still available for Zurich contract to develop Stress Perception Survey (SPS)		Record of confirmation / e-mails		Corporate Director Environment and Technical
	Development of "stress panel" to initiate stress plan		Panel identified		Corporate Director Environment and Technical
	Ensure competencies of Zurich personnel undertaking proposed SPS		Documentation of qualifications / record of meeting to assess product		Stress Panel
	Instruct Zurich to conduct SPS, analysis and report findings.		Issue of SPS		Stress Panel
	Expansion of stress panel to include cross section of management		Panel increased		Corporate Director Environment and Technical / Corporate MD
	Develop action plan to tackle issues raised by the SPS		Documentation of Action Plan		Stress Panel

Corporate Health and Safety Action Plan 2010/12

Topic: Fire Safety – Commercial

Objective	Actions Required	Target Date	Evidence of Progress	Monitoring Frequency	Responsibility for Completion
To ensure compliance with legislative requirements	Ensure minor recommendations identified within fire surveys carried out by Oakleaf Facilities Ltd. are prioritised within an action plan		Spread sheet of works Local action plans with progress		Rhys Griffiths Principal Surveyor Heads of Service
	Ensure recommendations for major structural alterations are integrated into the action plan		Spread sheet of recommendations with action plan / work schedule		Rhys Griffiths Principal Surveyor
	Ensure continuation of fire safety training programme		Compel records		Heads of Service / Carys Edwards Training and Development Team

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Topic: Fire Safety – Domestic

Objective	Actions Required	Target Date	Evidence of Progress	Monitoring Frequency	Responsibility for Completion
To ensure compliance with legislative requirements	Ensure assessments of communal areas for HMOs are complete		Documented records of assessments		Dafydd Rowlands Technical Services Manager – Housing & Social Services
	Ensure recommendations from assessments are integrated into an action plan		Spread sheet of recommendations with action plan / work schedule		Dafydd Rowlands Technical Services Manager – Housing & Social Services
	Ensure continuation of fire safety equipment maintenance program		Records of maintenance		Dafydd Rowlands Technical Services Manager – Housing & Social Services

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Process – Health and Safety Team

Objective	Actions Required	Target Date	Evidence of Progress	Monitoring Frequency	Responsibility for Completion
Ensure core function of Corporate Health and Safety Team	Ensure Health and Safety Team are fully staffed throughout the year		Vacant post occupied		Arthur Owen Corporate Director (Env & Tech)
	Ensure Health and Safety Team are fully integrated into Environmental Health Department		HS team located in Environmental Health Department office HS team connected to CIVICA system		Arthur Owen Corporate Director (Env & Tech)
	Ensure work to develop use of Environmental Health's CIVICA System for internal monitoring		Work being recorded on CIVICA		Arthur Owen Corporate Director (Env & Tech)
Review monitoring arrangements	Health and Safety Corporate Team to adopt LAC 67/2 and adapt for priority planning		Production of formatted documents		Tony Burgess Chief Principal Environment Officer / HS Team
	Develop the use of Environmental Health's CIVICA System for internal monitoring		Monitoring records on CIVICA		Tony Burgess Chief Principal Environment Officer / HS Team
	Development of FFYNNON system and KPIs to record monitoring locally		KPI and monitoring on FFYNNON		

Corporate Health and Safety Action Plan 2010/12

Process – Monitoring

Objective	Actions Required	Target Date	Evidence of Progress	Monitoring Frequency	Responsibility for Completion
Review monitoring arrangements	Development of FFYNNON system in order to accept KPIs				
	Ensure use of FFYNNON system across all Directorates				
	All services to identify Health and Safety monitoring KPIs				
	Approval of monitoring KPIs by Corporate Health and Safety				
	In put of KPIs on FFYNNON				

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Process – Training

Objective	Actions Required	Target Date	Evidence of Progress	Monitoring Frequency	Responsibility for Completion
Ensure adequate health and safety competencies throughout the Authority	Review health and safety training framework to ensure that it encompasses all aspects of competences required		Production of new framework		Arthur Owen Corporate Director (Env & Tech) H&STeam / Training and Development Team
	Ensure training needs are addressed in Appraisal System – use of three tier system of : Priority training – to be competent to do job Secondary training – to be competent to progress Additional training – desirable but no essential training				All line managers under direction of Heads of Service
	Priority training to be identified in risk assessments				
Provision of health and safety information	Develop internal Health and Safety promotional campaigns to mirror Environmental Health campaigns				Tony Burgess Chief Principal Environment Officer / HS Team

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Process – Procurement

Objective	Actions Required	Target Date	Evidence of Progress	Monitoring Frequency	Responsibility for Completion
Review Procurement arrangements	Review of procurement policies and procedures to ensure Health and Safety consideration				
	Ensure policy goals are identified as value for money / life time cost / health, safety and environment impact				
	Ensure involvement of relevant technical officers at procurement stage				

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Process – Accident Reporting

Objective	Actions Required	Target Date	Evidence of Progress	Monitoring Frequency	Responsibility for Completion
Review accident reporting arrangements	Identify shortfall in current system		List of shortfall created		Nicola Borzykowski Health and Safety Manager
	Prepare action plan to remediate shortfall list		Action plan created		
	Design of reporting form to allow easier reporting (possible requirement to develop into electronic format)		Form designed and implemented		Health and Safety Team
	Create central Health and Safety reporting e-mail – proxy access by Chief Principal Environmental Health Officer, Health and Safety Team		E-mail address created to allow contact		Tony Burgess Chief Principal Environmental Health Officer
	Develop reporting procedure with guidance on classification and timescales for reporting accident / incidents		Procedure developed and issued		Nicola Borzykowski Health and Safety Manager
	Develop reporting system within each directorate to ensure records of accidents / incidents are relayed to Corporate Directors as well as Corporate Health and Safety		Key personnel identified in reporting procedure		Corporate Directors / Heads of Service
	Investigate suitability of electronic reporting systems		Report on electronic reporting system provided to CMT		Nicola Borzykowski Health and Safety Manager

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Culture

Objective	Actions Required	Target Date	Evidence of Progress	Monitoring Frequency	Responsibility for Completion
Ensure leadership 'from the top'	Leader of the Authority appointed as portfolio holder for health and safety				Clive McGregor Council Leader
	Leader of the Authority to liaise with Corporate director appointed as lead for health and safety.				Clive McGregor Council Leader
Ensure there is ownership of health and safety at all levels	Corporate director to ensure health and safety representation at corporate management team meetings				Arthur Owen Corporate Director (Env & Tech)
	Revitalisation of Corporate Health and Safety Liaison Group. Ensuring that the Group has a clear direction and purpose.				Arthur Owen Corporate Director (Env & Tech)
	Ensure dissemination of information from the Corporate Health and Safety Liaison Group throughout the Authority				Arthur Owen Corporate Director (Env & Tech)
Health and Safety actions completed in a timely manner	Health and Safety actions identified as being required to be recorded on CIVICA / FFYNNON for monitoring for completion				Health and Safety Manager
	Notice of Incomplete actions to be provided to Senior Management				Health and Safety Manager

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Culture

Objective	Actions Required	Target Date	Evidence of Progress	Monitoring Frequency	Responsibility for Completion
Ensure there is effective communication of health and safety	Corporate director to ensure health and safety representation at corporate management team meetings				Arthur Owen Corporate Director (Env & Tech)
	Revitalisation of Corporate Health and Safety Liaison Group. Ensuring that the Group has a clear direction and purpose.				Arthur Owen Corporate Director (Env & Tech)
	Ensure dissemination of information from the Corporate Health and Safety Liaison Group throughout the Authority		Attendance levels of liaison group / correct personnel involvement / minutes and actions from group meetings		Arthur Owen Corporate Director (Env & Tech)
	Develop intranet (Monitor) to ensure health and safety information is easily accessible		Development of site		Arthur Owen Corporate Director (Env & Tech)
	Identify health and safety team member to ensure health and safety intranet pages are sufficiently populated		Admin assistant (Gill Roberts) appointed to task		Arthur Owen Corporate Director (Env & Tech)